

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING AGENDA**

**COMMITTEE:** Quality Service Delivery Systems

**RECORDER:** Angela McGuire

**DATE:** September 20, 2007

<b>SUMMARY NOTES</b>
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**PRESENT:** Beverley Morgan-Sandoz, Wanda Davis, Susan Graham, Linda Landry, Lois Pastore, Kris Pilkington, Letha Sellars, Kate Warren, Angela McGuire (staff)

**ABSENT:** Brigitte Ammons, Jim Bellotti, Fran Chasen, Diane Kellegrew, Marie Kanne Poulsen

**GUESTS:** Hilva Chan (DMH), Cameron Stone (CDE), Virginia Reynolds (WestEd), Dan McCord (Managed Health Care), Rick Ingraham (DDS)

**LIAISONS:** Michael Miguelgorry. Pamela Quiroz, Patric Widmann

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
  - A. Beverley Morgan-Sandoz, co-chair. Committee members and visitors introduced themselves.
  - B. New members and visitors were recognized and invited to share more about themselves.
- II. AGENDA REVIEW
  - A. One item was added under VII (discussion of recognition for former committee member, Julie Woods).
- III. REVIEW AND APPROVAL OF MINUTES
  - A. Minutes were approved as submitted.
- IV. CHAIR'S REPORT
  - A. Marie Poulsen was not present to make the Chair's report. Beverley asked that Committee members who were present at the Executive Committee meeting review the information presented and related discussion.
  - B. Concerning findings from OSEP, committee discussed:
    - DDS response: In collaboration with CDE, DDS is designing and implementing a focused monitoring system
    - Possible role of ICC in assisting the department to respond to the findings
    - Challenges to collecting and managing data
    - Future discussion: This topic may be added to future agendas once Priority/Outcome has been addressed.
  - C. Several recommendations were made concerning discussion around by-laws and membership; see below.
  - D. Concerning OSEP National Conference: QSDS would like to have clarification on who the two parent representatives will be.

V. PRIORITY/OUTCOME AND ACTION PLAN

A. Priority work plan was reviewed to bring new members up to date. WestEd staff presented a draft set of questions for a survey to gather information from Early Start partner agencies concerning social-emotional services and components to programs for very young children and families.

- **Four new questions were developed:**
  1. **What data do you collect related to social, emotional, and behavioral development in children birth to three?**
  2. **How is it documented?**
  3. **Do you measure social, emotional, and behavioral developmental progress? How?**
  4. **What are the barriers to collecting data?**
- Possible recommendations include-
  1. Community forums are conducted to explore the availability of services to support the parent-child relationship and the social emotional development of the child
  2. Interagency agreements exist around services addressing social, emotional and behavioral development
  3. IFSP should include outcomes and document services to reflect the support of social-emotional development
- Discussion included advantages and challenges to using a common/universal tool to look at children, like the DRDP-a.
- New questions will be formatted into a survey for approval by the committee.
  1. Survey would go from ICC to partner agency reps.
  2. Patric Widmann will check to see if it needs to be an action item.

VI. COMMITTEE ACTIVITIES

A. Membership- Discussed during report of Executive Committee.

B. Report from Monitoring Unit- Michael Miguelgorry reporting

- Upcoming or just completed monitoring visits
  1. Complete: Lanterman, Tri-Counties, Inland, San Gabriel Pomona, Westside, North Bay, Golden Gate
  2. Upcoming: South Central LA RC
- Statistics on Early Start complaints, appeals, mediation and resolutions
  1. Twelve complaints were received concerning various RCs; five complaints were filed by the same family. Data is available from the department.
    - a. Committee discussed trends (missing timelines, delay of entry into system, transition issues), need for training, rate changes, shortage of service providers nation-wide.
    - b. When trends emerge, they may be brought back to the ICC for discussion at the State level.

C. Personnel Model Workgroup- WestEd reporting

- Diane Kellegrew was not available to report. Kris Pilkington, a member of the workgroup, reported. Charge is to revisit the competencies (to assure they reflect current IFMH approaches, to examine the roles of EI assistants) and to examine the overall personnel matrix and requirements for achieving a specific designation. Goal is to have draft ESPM ready to present in **February 2008, to QSDS**. Approval is target for May 2008.

VII. ACTION AND RECOMMENDATIONS

A. QSDS recommends the following:

- A recognition letter be sent to Julie Woods acknowledging her long participation as a community representative.
- The by-laws be formally reviewed, in light of expected changes to regulations related to ICC. The committee to review the by-laws should be representative of all ICC committees.
- QSDS and ISH committees have representation on the recently established committee to clarify the new community representative member appointment and committee assignment process.
- Catherine Abarca and Mark Chronic be assigned to QSDS.
- Consideration be given to assuring that committee representation on the whole reflects Early Start partners.
  1. Constituency be noted after names of committee members in the roster and sign-in sheet.
- A parent representative with a younger child be sent to the OSEP National Early Childhood Conference as a mentoring/leadership development activity.

B. QSDS requests:

- DDS provide the information that Rick Ingraham indicated might be available in a report that would address the 4 new questions composed to gather information from partner agencies. SIT
- Patric Widmann report back concerning next steps for moving forward with survey to agencies. Does it need to be an action item to conduct the survey?

C. ACTION

- New questions will be formatted into a survey for approval by the committee.
  1. Survey would go from ICC to partner agency reps.

VIII. NEXT MEETING

A. November 29, San Diego